

**ATTENTION APPLICANTS FOR ADMISSION TO THE
BAR OF THE COMMONWEALTH OF MASSACHUSETTS**

JULY 2004 BAR EXAMINATION ALERT

As you may be aware from notices posted on the Board of Bar Examiners' website: www.mass.gov/bbe, the Democratic National Convention (DNC) is being held in Boston during the week of the Massachusetts Bar Examination (July 28th and 29th, 2004).

BOSTON:

- On **Wednesday, July 28th, 2004** (delayed start time), all applicants taking the exam under standard conditions at the World Trade Center must be seated by **9:30 a.m.**
- On **Thursday, July 29th, 2004**, all applicants taking the exam under standard conditions at the World Trade Center must be seated by **8:30 a.m.**

SPRINGFIELD:

- On **Wednesday, July 28th, 2004, & Thursday, July 29th, 2004** all applicants taking the exam under standard conditions at Western New England College of Law must be seated by **8:30 a.m.** (**on both days**).

BE ADVISED:

- Hotels are at a minimum (see www.mass.gov/bbe for schools that have offered dormitories for applicants).
- Check for traffic delays (www.smartraveler.com) and/or public transportation delays (www.mbta.com) prior to your commute.

PLEASE PLAN ACCORDINGLY

Commonwealth of Massachusetts
Petition for Admission to the Bar
COVER SHEET
First Time Application

**Supreme Judicial Court
for Suffolk County**
One Beacon St., 4th Floor
Boston, MA 02108



Complete and file with your Bar Application. All fields are mandatory.

Petitioner (Applicant) Last Name

First Name

Middle Name or Initial

Street Address

City or Town

State

Zip Code

Country

Telephone (day)

Telephone (Evening)

Email address

Social Security Number (Not available to the public)

Date of Birth: **/**/****

Place of birth: (City, State and Country)

Law School

In what state do you intend to sit for the Multistate Bar Examination?

FILING INFORMATION:

Indicate **(v)** the required documents you are filing with this Cover Sheet.

PETITION FOR ADMISSION requiring your **original** signature and an **original** signature of a recommending attorney **(Form 1)**.

APPLICANT'S STATEMENT to the Board of Bar Examiners requiring your **original** signature **(Form 2)**.

AUTHORIZATION FORM requiring your **original** signature **(Form 3)**.

LAW SCHOOL CERTIFICATE completed by your graduating law school. The Certificate must be attached if you graduated prior to May 1, 2004, or filed immediately after graduation, but no later than July 2, 2004 **(Form 4)**.

MPRE SCORE REPORT (official or unofficial) showing a scaled score of 85 or greater.

Two current LETTERS OF RECOMMENDATION.

CERTIFICATE OF ADMISSION AND GOOD STANDING, if applicable, from each jurisdiction in which you have been admitted to practice law (See Question 8 on the Statement to the Board of Bar Examiners).

MONEY ORDER or Bank Check payable to the Commonwealth of Massachusetts in the amount of \$815.00. No personal checks. All filing fees are non-refundable and non-transferable.

Signature of Petitioner: _____ **Date:** _____
(Applicant)

Commonwealth of Massachusetts
Supreme Judicial Court for Suffolk County

FIRST TIME APPLICATION
INFORMATION FOR THE JULY 2004 MASSACHUSETTS BAR EXAMINATION

Eligibility: [Supreme Judicial Court Rule 3:01, §3](#), establishes eligibility. See Massachusetts Rules of Court.

Filing Instructions: Complete Application must be filed by **May 17, 2004 deadline** at:

Supreme Judicial Court for Suffolk County
Clerk Maura S. Doyle's Office
One Beacon Street, 4th Floor
Boston, MA 02108

Any delivery method is acceptable provided the application is received (not postmarked) by the May 17, 2004, deadline. See the following page for Filing Requirements.

Filing Deadline: **May 17, 2004**

Notification: Those applicants found eligible to sit will receive site, seating and other pertinent information from the Board of Bar Examiners approximately 2-3 weeks prior to the examination. **THERE IS NO ADMISSION TICKET.**

Time and Place: Wednesday and Thursday, July 28th and 29th, 2004 at the World Trade Center, Seaport Boulevard, Boston, MA 02210, 617-385-4000. Public transportation and parking is available. For lodging, call the Office of Travel & Tourism: 1-800-447-MASS or www.massvacation.com or see www.mass.gov/bbe

NOTE: Due to the Democratic National Convention (DNC), there will be a ONE-HOUR delay in the start time in Boston on Wednesday ONLY, July 28th, 2004. Instead of 8:30 a.m., all applicants who are taking the exam under standard conditions in Boston must be seated by 9:30 a.m. (9:30 a.m. – 6:00 p.m.). On Thursday, July 29, 2004, applicants must be seated by the usual time of 8:30 a.m. (8:30 a.m.- 5:00 p.m.). Both days include lunch intermission.

Alternate Site: The exam will also be held at Western New England College School of Law in Springfield, MA

- To sit in Springfield, you must submit the [Springfield Seating Request Form](#) (available online and at the office of the Board of Bar Examiners) to the Board of Bar Examiners (**do not submit with your bar application**).
- Further, to be eligible to sit in Springfield, applicants must file a timely application (*on or before May 17, 2004*) at the Clerk's Office. Application must be complete at the time of filing to be considered.
- All applicants will sit in Boston, unless the Board of Bar Examiners allows the request for the Alternate Site.
- Seating is limited and based on a first come, first served basis – forms may be mailed prior to filing an application at the Clerk's Office.
- The Springfield form must be submitted to the **Board of Bar Examiners** by the **May 17, 2004 deadline** to:

Board of Bar Examiners
77 Franklin Street
Boston, MA 02110

Non-Standard Testing:

- If you have a disability that will require special assistance or accommodations on the bar examination, you must complete and file the [Special Accommodations Petition](#) forms available at the Board's office or on the Board's web site: www.mass.gov/bbe.
- Both the applicant and professionals must complete these forms to provide the Board with details and documentation relating to the disability.
- The Special Accommodations Petition shall be returned to the Board no later than 75 days prior to the date of examination (**May 17, 2004**).
- **DO NOT SUBMIT YOUR SPECIAL ACCOMMODATIONS PETITION TO THE COURT.**

Commonwealth of Massachusetts
Bar Examination Application Filing Requirements

Below you will find the list of required materials mandated for **filing the First Time Bar Application**. Any application that does not include these requisite materials is incomplete and unacceptable for filing.

1. Complete Application: Petition Cover Sheet

Form 1: Petition to the Court requiring your original signature and an original signature by the recommending attorney (pgs 1-2).

Form 2: Applicant's statement to the Board of Bar Examiners (pgs 3-8) requiring your original signature.

Form 3: Authorization Form requiring your original signature (pg 9).

Form 4: Law School Certificate completed by the law school from which you graduated. **If you graduated before May 1, 2004, you must file the certificate with your application. If you have NOT graduated by May 1, 2004, you must file the certificate immediately after your date of graduation (no later than July 2, 2004) with the Clerk's Office.**

- 2. Multistate Professional Responsibility Examination (MPRE) Score Report** showing a scaled score of 85 or greater. The Score Report (an official or unofficial Report is acceptable) **must be attached**. The MPRE is administered by the National Conference of Bar Examiners and is given three times per year, in March, August, and November. For an application, call (319) 341-2500; for a copy of your Score Report, call (319) 337-1304; or visit the National Conference of Bar Examiners' web site at: www.ncbex.org (link to MPRE).
- 3. Two current letters of recommendation.** See Information for Letters of Recommendation for further details.
- 4. Payment.** \$815.00 money order or certified bank check made payable to the Commonwealth of Massachusetts. **No personal checks. All filing fees are non-refundable and non-transferable.**

CHECK LIST:

Before filing your complete application by the **May 17, 2004 deadline** at the address below, check the following:

- You have fully answered each and every question, including dates when asked.
- You have responded with a written "yes" or "no" answer to each question.
- You attached rider pages for applicable questions and included your name on those rider page(s).
- If you are an attorney in another jurisdiction, you have attached current certificate(s) of admission and good standing.
- You signed all pages requiring your signature.
- Your letters of recommendation have met the criteria set in the Information for Letters of Recommendation
- Your MPRE Score Report is attached.
- Your Law School Certificate is attached
- If applicable, the [Special Accommodation Petition](#) has been sent separately to the Board of Bar Examiners.
- If applicable, the Springfield Form has been sent separately to the Board of Bar Examiners and is not attached.

File the complete application by the **May 17, 2004 deadline** at:

Supreme Judicial Court for Suffolk County
Clerk Maura S. Doyle's Office
One Beacon Street, 4th Floor
Boston, MA 02108

Incomplete applications will not be accepted for filing and will be returned.

Commonwealth of Massachusetts

Board of Bar Examiners

Information for Letters of Recommendation:

Applicant (provide this sheet to your authors):

Information and requirements for letters of recommendation:

- Applicants for admission to the bar must file two letters of recommendation with their application and not under separate cover.
- Recommendation letters should be written by someone who knows you well.
- Family members or relatives cannot write letters of recommendation.
- The attorney who signs your Petition may also write one of your letters of recommendation.
- The application will not be accepted without both letters of recommendation.

Author:

Information and criteria for the letters of recommendations:

The Court and the Board of Bar Examiners, in passing on the qualifications of applicants who are not often known to them personally, rely on persons who do know the applicant.

It is the obligation of each author to:

- Adequately represent pertinent information about the applicant.
- Assume it to be his/her duty to state the extent of their knowledge of the applicant.
- State specific facts, favorable or unfavorable, about the applicant, as they should be made known to the Board of Bar Examiners who are to decide on his or her fitness to be a member of the profession.

The letter must be:

- Addressed to the Board of Bar Examiners, 77 Franklin Street, Boston, MA 02110
- Typed, dated and current (within six months)
- Include complete address and contact information
- Returned to the applicant for filing

Letters of recommendation should not be identical in content, nor should they be written in memo form.

Further Information:

Again, letters of recommendation must adequately represent the author's knowledge of pertinent information concerning the applicant. As an unsatisfactory example, two people highly recommended an applicant without disclosing criminal records involving moral turpitude known to them. Only by investigation by the Board of Bar Examiners were the full facts revealed, including information that there were circumstances tending to explain or mitigate the incidents in question. It would have been appropriate, of course, for such people to have made both the disclosure and the explanation.

Commonwealth of Massachusetts

Board of Bar Examiners

INFORMATION ABOUT THE MASSACHUSETTS BAR EXAMINATION

******Keep This Information for Future Reference******

SUBJECTS TESTED UNDER RULE 3:01, SECTION 3

Applicants will be expected to be familiar with the law in the following fields:

Agency	Federal Rules of Civil Procedure
Business Organizations	Mass. Rules of Civil Procedure
Constitutional Law	Professional Responsibility
Contracts	Real Property (inc. Mortgages)
Criminal Law	Torts
Descent & Distribution of Estates	Trusts
Domestic Relations	Unfair or Deceptive Practices (G.L.c. 93A)
Evidence (including Federal Rules)	Uniform Commercial Code (Articles 1-9)
Federal Jurisdiction	Wills

MBE

On Wednesday, July 28th, 2004, (9:30 a.m. – 6:00 p.m.-- note different start time on Thursday), the examination will consist of the Multistate Bar Examination (MBE). The applicant will be furnished printed statements of facts, consisting of 200 questions, composed by a committee chosen by the National Conference of Bar Examiners. To each question, four alternative answers, prepared by the same committee, will be furnished. The applicant will be asked to choose the “best” answer. Scores will be based on the number of questions answered correctly. The total possible raw score on the examination is two hundred.

The Multistate Bar Examination will cover the fields of Constitutional Law, Contracts, Criminal Law, Evidence, Real Property and Torts, but these will not be grouped or identified by subject matter.

The National Conference of Bar Examiners has published examples of MBE questions used on prior tests which have been printed in one volume, Multistate Bar Examination Questions, 1992. A copy can be obtained from the National Conference of Bar Examiners, 402 West Wilson Street, Madison, WI 53703-3614. To receive a copy of said volume, send a check in the amount of \$25, made payable to the National Conference of Bar Examiners (other publications may also be available). A copy may also be obtained on their web site: www.ncbex.org

If you plan to sit **concurrently** and your MBE state is Massachusetts, you must complete the form that will arrive with your seating assignment authorizing Massachusetts to transfer your score. The cost to transfer your MBE score is \$25.00 (bank check or money order made payable to the Commonwealth of Massachusetts – no personal checks accepted). If you plan to sit concurrently and your MBE state is NOT Massachusetts, it is your responsibility to make arrangements with your MBE state to have your MBE score transferred to Massachusetts. Failure to do so may result in a delay in receipt of your scores and/or a delay in your admission.

ESSAY

On Thursday, July 29th, 2004, (8:30 a.m. – 5:00 p.m.), the essay portion of the examination will consist of ten (10) questions based on statements of facts, each calling for an “essay” type answer. The statements will be based on some or all of the fields of law set forth in the section entitled “Subjects Tested Under Rule 3:01, section 3.”

******RETAIN FOR FUTURE REFERENCE******

CIVIL NO.

SUFFOLK

IN THE MATTER OF

.....
(Type or Legibly Print Name)

PETITION

FOR ADMISSION TO THE BAR
OF THE COMMONWEALTH

(FIRST TIME APPLICATION)

FORM 1

Petition Filed.....
(Court Use Only)

FORM 1**PETITION FOR ADMISSION TO THE BAR OF THE COMMONWEALTH OF MASSACHUSETTS**
(First Time Application)

I, _____, hereby petition for admission to the bar of the
Type or Legibly Print Full Name

Commonwealth. I represent that I am of good moral character and over the age of eighteen years, having been born on
_____. I request that I be examined for admission as an attorney, and, if found qualified,
be admitted as such.

Signed: _____
Applicant's Signature

Address: _____

City State Zip

Email address (if applicable)

Date: _____

RECOMMENDATION OF A MEMBER OF THE BAR OF THE COMMONWEALTH OF MASSACHUSETTS OR OF ANY STATE, DISTRICT OR TERRITORY OF THE UNITED STATES
(Supreme Judicial Court Rule 3:01, subsection 1.2)

I, _____, an attorney of the bar of _____,
Type or Legibly Print Full Name

respectfully recommend that the foregoing petition be granted, and certify that the petitioner is of good moral character.

Attorney's Signature: _____

Business Address: _____

Telephone Number: _____

Date: _____

Attorney's State Registration No: _____

In the matter of _____
(Applicant for admission as an attorney at law taking the Massachusetts Bar Examination for the first time)
 By examination to be held _____
 (Date)

APPLICANT'S STATEMENT TO THE BOARD OF BAR EXAMINERS**1. Please type or print LEGIBLY using BLACK INK ONLY:**

(a) Full Name:

First _____	Middle Name or Initial _____	Last _____
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(b) Address _____

City _____ State _____ Zip _____ Telephone No. _____

(c) Place of Birth _____ Date of Birth _____

City and State**(MM/DD/YY)**

(d) Have you ever been known by any other name or surname? _____

Yes or No

If yes, state all names, places and time: _____**2. Have you applied before in Massachusetts for admission as an attorney?**

Yes _____ No _____ Date _____

3. Law School(s) Attended: _____*Name & Address*

Dates of Attendance: From: _____ To: _____

YOU MUST COMPLETE THIS SECTION: Name(s) of law school(s), nature and dates(s) of degree(s) awarded:

4. Are you taking the Multistate Bar Examination in a different jurisdiction in connection with a second (concurrent) application?**YES****NO****If YES, print the name of the jurisdiction where you will sit for the MULTISTATE BAR EXAMINATION.****JURISDICTION:** _____

YOU MUST SIT IN THE JURISDICTION WHICH YOU INDICATE. *If your answer to #4 is any jurisdiction other than Massachusetts, you will be seated for one (1) day only, (Thursday) for the essay portion of the examination. No changes will be made after filing See *CAVEAT, next page.*

Form 2 Continued

*CAVEAT: NO CHANGE IN THE CHOSEN MBE JURISDICTION WILL BE PERMITTED AFTER FILING THIS APPLICATION IN THE SUPREME JUDICIAL COURT, CLERK'S OFFICE FOR SUFFOLK COUNTY.

SEATING ASSIGNMENTS WILL BE MADE ONLY IN ACCORDANCE WITH APPLICANT'S ANSWER TO #4.

If you are sitting concurrently, but taking the MBE in a jurisdiction other than Massachusetts, it is YOUR RESPONSIBILITY to have the jurisdiction in which you are taking the MBE transfer your score to Massachusetts.

5. Parents:

Father _____
First Name Last Name

Address (include entire address: street number, street, city, state, and zip code)

Mother _____
First Name Maiden Name

Address (include entire address: street number, street, city, state, and zip code)

6. List all colleges and universities attended and indicate information requested below:

College or university other than law study:

Name Location From _____ To _____

Name Location From _____ To _____

Name Location From _____ To _____

Degree (if any) _____ School _____

Applicant's Name (Type or Print Clearly)

Form 2 Continued

7. List employment you have held since your 18th birthday or any business or profession engaged in on your own account.
Enclose additional 8 ½ x 11 white sheets if necessary.

(a) Month & Year of Beginning & Ending Period of Employment (***most recent***) _____

Name & Address of Employer & Nature of Business _____

DO NOT ABBREVIATE

Position Held _____

Reason for Leaving _____

(b) Month & Year of Beginning & Ending Period of Employment _____

Name & Address of Employer & Nature of Business _____

DO NOT ABBREVIATE

Position Held _____

Reason for Leaving _____

(c) Month & Year of Beginning & Ending Period of Employment _____

Name & Address of Employer & Nature of Business _____

DO NOT ABBREVIATE

Position Held _____

Reason for Leaving _____

ATTACH RIDER PAGE(S) IF NECESSARY (information must be provided in same format as above)

Applicant's Name (Type or Print Clearly)

Form 2 Continued

8. Name jurisdictions and courts other than Massachusetts in which you have **applied** (this should include application for reinstatement and any applications subsequently withdrawn) or been admitted to practice law. Give dates of application and admission to practice (if applicable), or **disposition (do not leave blank or answer "n/a.")**. **Attach a certificate (dated within 90 days of this application), evidencing your admission and good standing from each state to which you are admitted to practice law.**

(a) Date of Application	(b) Jurisdiction (include Court)	(c) Date of Admission/Disposition
_____	_____	_____
_____	_____	_____
_____	_____	_____

(You must respond to all questions by writing "yes" or "no" in the space provided. "N/A" is not an acceptable answer.)

9. Have you ever been reprimanded, sanctioned, disciplined or suspended or expelled from a college, university or law school? _____. If yes, state the facts fully including date(s).

10. (a) Have you ever been disbarred, suspended, reprimanded, censured, admonished or otherwise disciplined or disqualified as an attorney, or as a member of any other profession, or as a holder of any public office? _____

If yes, state the dates, the details and the name and address of the authority in possession of the record thereof.

- (b) Have any charges or complaints been made concerning your conduct as an attorney, or as a member of any profession, or as a holder of any public office? _____

If yes, state the dates, the details and the name and address of the authority in possession of the record thereof. *(Attach rider pages if necessary.)*

Applicant's Name (Type or Print Clearly)

Form 2 Continued

(You must respond to all questions by writing "yes" or "no" in the space provided. "N/A" is not an acceptable answer)

11. (a) Are there any unsatisfied judgments or court orders of continuing effect against you? _____
- (b) If yes, state the facts fully, giving names and addresses of creditors, amounts, dates and the nature of debts, judgments or court orders, and the reason for nonpayment of unsatisfied judgments or any non-compliance with court orders (**attach additional pages if necessary**).
- _____
- _____
- _____
12. (a) Have you ever been charged with or been the subject of any investigation for a felony or misdemeanor other than a minor traffic charge? _____ If yes, state the dates, courts, details and results.
- (b) Have you ever been a party on either side in a civil action or proceeding involving a claim of fraud, conversion, breach of fiduciary duty, professional malpractice or other wrongful conduct? _____
If yes, please explain and include dates.
- (c) Have you been a party in any other legal or administrative proceedings? _____
If yes, please explain and include dates.
- (d) Have you ever been adjudged bankrupt or insolvent? _____ If yes, please explain and include dates.

GIVE FULL DETAILS for affirmative responses to Questions 12 (a), (b), (c) and (d) including date(s), exact name and location of court, if any, case numbers, references to the court records, if any, the facts, the disposition of the matter; if no court records are available, give to the best of your ability the names and addresses of all persons involved, including counsel. (Attach additional sheets if necessary.)

Applicant's Name (Type or Print Clearly)

Form 2 Continued

13. Enclose two current letters of recommendation, addressed to the Board of Bar Examiners, stating facts relative to your character by persons who know you other than family members. Please call to the attention of the author that statements should not be conclusions but should contain facts tending to help the Board of Bar Examiners reach conclusions about your character and fitness to be admitted to the bar. (See Information for Letters of Recommendation).

14. When did you sit for the Multistate Professional Responsibility Examination (MPRE)?

MONTH AND YEAR

15. Provide your MPRE score below (*and attach a copy of your MPRE Score Report*).

Raw Score

Scaled Score

I agree to inform the Supreme Judicial Court Clerk's Office for Suffolk County, in writing, of any changes or additions to answers that I have made on this application. I understand that this obligation shall continue until I am admitted to the practice of law in the Commonwealth of Massachusetts, or until such time as my application is withdrawn or denied by the Supreme Judicial Court.

CERTIFICATE

I, the applicant, certify that each of the foregoing answers is true, complete and candid and that I have not altered the wording of any question.

Dated this _____ day of _____, _____
(day) (month) (year)

Applicant's Signature

Applicant's Name (Type or Print Clearly)

Commonwealth of Massachusetts
Board of Bar Examiners

FORM 3 - AUTHORIZATION

I, *(name)* _____,
residing at *(address, city, state, zip code)* _____
_____ and
born on *(date of birth)* _____, having filed an application for admission to the bar
of the Commonwealth of Massachusetts, hereby consent to have an investigation made as to my moral
character, professional reputation, and fitness for the practice of law.

I hereby authorize every person, firm, company, corporation, governmental agency, law enforcement
agency, court, bar association, or institution having control of any documents or records regarding charges or
complaints filed against me, including any complaints expunged by law, whether formal or informal, pending
or closed, or any other pertinent data to provide them to the Massachusetts Board of Bar Examiners.

Signature of Applicant: _____

Dated: _____

THE COMMONWEALTH OF MASSACHUSETTS

Suffolk, ss.

Supreme Judicial Court
for Suffolk County

Law School Certificate – FORM 4

*(to be completed by the law school from which applicant graduated. **Improperly completed certificates will not be accepted and will be returned to the law school.**)*

In the matter of the application for admission as attorney of:

.....**DATE OF BIRTH**.....
(Name)

.....
(Address)

I certify that the above-named applicant:

A) was a member of the:(Law School)
which is _____ is not _____ approved by the American Bar Association.

B) attended the Day Evening..... program
from to.....
(month, day, year) (month, day, year)

C) to the best of my belief the applicant was in regular attendance at this school during that period.

D) has furnished evidence to this school of a **college education** as follows:

.....(Undergraduate Degree)

E) has graduated from Law School,

the day of, with the degree of (LLB or JD)
(day) (month & year) (degree)

F) I understand that you expect me to report to you by simultaneous **separate** communication anything which appears to me to be adverse in respect of the moral character or fitness to practice law of the applicant or anything which, in my opinion, should be investigated by the Board with respect thereto.

.....
(Signature) (Title) (State Registration # -- if any)

.....
(Name and Address of School)

Dated: _____

THIS FORM MUST BE AN ORIGINAL AND MAY NOT BE FAXED, PRE-DATED OR AMENDED.

If the applicant has graduated prior to May 1, 2004, the law school certificate must be filed with their bar application. If the applicant's degree has not been conferred by that date, the law school certificate may be submitted separately to the Clerk of the Supreme Judicial Court for Suffolk County on or before July 2, 2004. In order for applicants to be eligible to sit the bar examination the Supreme Judicial Court must receive their law school certificate **no later than July 2, 2004.**